



### **603.03 Victim Notification of Release/Escape**

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#### **603.03-1 Policy**

Victims of violent crime shall be notified prior to release of the individual charged with that crime or shall be notified of the offender/defendant's escape from custody. Follow-up notification to victim(s) shall occur when escapees are returned to custody.

#### **603.03-2 General**

This Directive shall establish rules, procedures, and guidelines pertaining to the notification of victims, victim's next of kin, or other designated contact, upon the release, pending release, when an inmate is granted work release, or escape of any defendant charged with or convicted of a violent crime, including all domestic related crime, in accordance with the requirements of Hendry County Sheriff's Office (HCSO) and in compliance with the requirements of F.S. Section 960.001.

#### **603.03-3 Responsibility**

- I. It is the responsibility of the Shift Supervisor, as a designee of the Jail Administrator, that notification or a good faith effort at notification is made to all victims of violent crime, victims' next of kin, or other designated contact, of the release/escape of an offender/defendant from custody.
- II. The Shift Supervisor will ensure that telephone contact is attempted to the victim or next of kin for at least four hours after the release of a defendant. If telephone contact is not made a written notification of the defendant's release shall be mailed to the victim or next of kin.
- III. Notification of Release of Defendant forms will be completed by the arresting law enforcement officer.

#### **603.03-4 Release on Bail**

Upon receipt of a bail instrument the Shift Supervisor shall activate the notification system process.

#### **603.03-5 Release (Other Than Bail)**

Upon notification of a pending release in the case of ROR, PTR, Notice of No Information or completion of sentence, the Shift Supervisor shall activate the notification process PRIOR to the release of the offender/defendant.

### **603.3.6 Transfer**

Transfer of offender/defendant to another jurisdiction:

- I. Upon transfer to another jurisdiction, the Shift Supervisor will forward the information provided on the Notification of Release of Defendant form to the subsequent detention facility following sentencing and incarceration of the defendant. In accordance with F.S. 960.01 it becomes the responsibility of the receiving facility to notify the victim or next of kin.
- II. The Shift Supervisor will complete the original notification form and indicate on the form that the offender/defendant has been transferred to another jurisdiction.

### **603.3.7 Escape**

Offender/defendant escape from custody:

- I. Upon notification that an offender/defendant has escaped either while in HCSO custody or from another jurisdiction, and determination that notification has been requested, the Shift Supervisor shall notify the appropriate District Supervisor of the escape.
- II. Telephone contact will be made to the appropriate person, as provided on the Notification of Release of Defendant form. Attempts to notify the appropriate contact person shall continue for no less than four hours from the time of receipt of notification of the escape.
- III. If the appropriate contact person has no telephone, or no telephone number is provided, or the Shift Supervisor is unable to contact the appropriate person, the Shift Supervisor will request Telecommunication to dispatch a Patrol unit to attempt notification.
- IV. The victim shall be notified when the escapee is returned to custody.

## **REFERENCES**

State/Federal Regulations:

Florida Model Jail Standards  
§ 960.01, Fla. Stat.

FCAC:

N/A

PREA:

N/A

Forms:

Notification of Release of Defendant

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